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# BY-LAWS

OF THE

## BOARD OF TRUSTEES

OF THE

### Hospital for the Insane

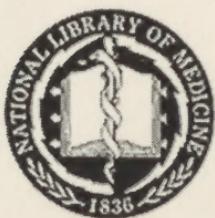
—IN—

WASHINGTON TERRITORY.

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*With the compliments of*

*JOHN W. WAUGHOP, M. D.,*

*Superintendent.*

V

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BOARD OF TRUSTEES

OF THE

Hospital for the Insane

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Board of Trustees

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# BY - LAWS

## CHAPTER I.

SECTION 1. The Board of Trustees shall hold regular meetings at their office on the Hospital grounds every month, commencing on the fifteenth day of the month; *Provided*, that should the fifteenth day of any month come on Saturday or Sunday, then the meeting to be on the following Monday.

SEC. 2. Special meetings of the Board may be called at any time by the President, and he shall call such meetings at any time on the written request of two members of the Board: *Provided*, that no special meeting shall be called without ample notice being given to every member of the Board to enable them to attend the same.

SEC. 3. A quorum shall consist of two members of the Board, and no business shall be transacted at any regular or special meeting without a quorum is pres-

ent: *Provided*, that when only a quorum is present no business shall be transacted without the unanimous consent of all present.

SEC. 4. In case of the absence of the President or Secretary at any regular or special meeting of the Board, the members present shall appoint one of their number to fill such vacancy *pro tempore*.

SEC. 5. At each regular meeting of the Board, the Trustees shall make a thorough examination of the several departments of the Hospital, and the minutes of each meeting shall show that such examination was made.

SEC. 6. All Hospital supplies shall be purchased by the Board as provided by law, on the quarterly requisition of the accountant. Either of the Trustees may purchase any necessary article required for immediate use which may have been omitted from said requisition. The Superintendent may also purchase any article he may think necessary for immediate use at the Hospital.

## CHAPTER II.

### OFFICERS AND ATTENDANTS OF THE HOSPITAL.

SECTION 7. The Superintendent by, and with the consent or approval of the Board of Trustees, may employ the regular officers and such assistants as he may deem necessary for the effectual and economical

management of the Institution, and the salaries of the regular officers shall be as follows:

Superintendent .....	\$2 200	per annum
Accountant.....	1 300	" "
Head Warden.....	650	" "
Assistant Wardens.....	550	" "
Head Matron.....	525	" "
Assistant Matron.....	475	" "
Head Cook.....	600	" "
Asst. Cook, who shall be a Baker..	500	" "
Teamster.....	400	" "
Laborer.....	400	" "
Carpenter (when required) .....	650	" "

Each of the above employees may receive subsistence, quarters, light and fuel for one, with quarters for a family in excess of salary.

SEC. 8. The Superintendent and Accountant before entering upon the discharge of their respective duties, shall each execute a bond to the Board of Trustees of the Hospital for the Insane of Washington Territory, in the penal sum of Five Thousand Dollars, to be approved by the Board, for the faithful performance of their respective duties, which bond shall be filed with the Secretary of the Board, and in case of resignation shall give the Board at least one month previous notice thereof.

SEC. 9. The Superintendent and Accountant shall not be absent from the Hospital grounds at the same time, and the Superintendent shall not be absent more than twenty-four hours without furnishing a competent substitute who shall be accepted by the

Secretary of the Board, to fill his place. If the Superintendent desires at any time to be absent for a longer time than three days, he must give the Trustees notice of the same with the name of the Physician who will fill his place during his absence; such substitute to be acceptable to the Board. No Physician being acceptable without he agrees to remain on the grounds over night. The Superintendent and Accountant must give each other notice when they desire to be absent.

### CHAPTER III.

#### DUTIES AND POWER OF THE SUPERINTENDENT.

SECTION 10. The Superintendent shall be the chief executive officer of the Hospital, and shall have charge of the buildings, grounds and appurtenances, and the direction and control of the patients, and of all persons employed in the Institution, subject to such regulations as may from time to time be established by the Board of Trustees.

SEC. 11. He shall see all the patients personally at least once every day, and oftener if necessary, and shall prescribe such medical, moral and dietetic treatment as he may deem best adapted for their relief. And it shall be his duty to accompany any legally authorized inspector during his inspection of the Hospital.

SEC. 12. He shall keep a record showing the name, sex, age, residence and profession or occupation of each patient. Also the time of admission and discharge; by whom committed; whether cured or relieved; and if dead, from what cause. Also, as far as can be ascertained, the dates, cause and history of each patients disease.

SEC. 13. He shall also keep a medical record of each case, and in case of death in the Hospital, shall immediately report the same in writing to the friends of the diseased and to the Board of Trustees, stating at the same time the probable cause thereof.

SEC. 14. At each quarterly meeting of the Board, the Superintendent shall submit in writing a brief report respecting the general condition of the Hospital, specifying each case admitted, discharged and deceased during the quarter, with such other details as may be necessary to make it perfectly acquainted with the condition and requirements of the patients.

SEC. 15. At each annual meeting of the Board, he shall present a tabular view of the Institution, comprising all the important particulars from the records, accompanying it with such suggestions as he may deem important to its future welfare.

SEC. 16. The Superintendent shall see that all persons under him perform faithfully all the duties required of them, and is hereby authorized to suspend any of them from service and temporarily fill the vacancy, whenever he ceases to be satisfied in respect

to the performance of their duties, and shall immediately notify the Secretary of the Board of his action, and shall also direct the Accountant to make the proper entries in his books of account with such suspended employee.

SEC. 17. Any person suspended by the Superintendent shall be entitled to a hearing before the Board in his behalf, and the Board shall determine the justice or injustice of such suspension, and shall discharge or reinstate, as it may think proper.

SEC. 18. He shall not practice as a Physician, except on the Hospital Grounds, and for the benefit of the patients or attendants, except in case of extreme necessity, where it is impossible to secure another physician

SEC. 19. He may from time to time prescribe such temporary regulations for the government of subordinate officers, attendants and patients as the good order of the institution may require; subject to the approval of the Board.

#### DUTIES OF THE ACCOUNTANT.

SEC. 20. The Accountant shall have charge of all stores and supplies furnished for the use of the Hospital, shall distribute the same, and make a quarterly statement to the Board of the distribution of all supplies, with balance on hand.

SEC. 21. He shall keep an accurate itemized account of all supplies, store or merchandise of any de-

scription received by him, the date of reception, by whom delivered, and shall see that all articles correspond with the contract for the same.

SEC. 22. At each quarterly meeting of the Board or at any other time when called upon by the Board, the Accountant shall submit in writing a carefully prepared estimate of all Hospital supplies necessary for the currant quarter.

SEC. 23. All communication relating to the business concerns of the Hospital under the direction of the Accountant, shall be addressed to, and answered by him; the other correspondence of the Hospital shall be in the name of the Superintendent, and there shall be a record kept of all the correspondence.

SEC. 24. He shall keep clear, methodical and exact accounts of all expenditures in behalf of the Hospital, and all charges against patients. He shall certify all bills of articles received at the Hospital, and shall present the same to the Board of Trustees at its regular monthly meetings, and shall be responsible for a proper, judicious and economical use of all such supplies received at the Hospital.

SEC. 25. In addition to his other duties, he shall have charge of the farm, garden, teams and all other appurtenances belonging thereto. He shall see that grounds are properly cultivated, and that fuel is procured for the use of the Hospital.

SEC. 26. It shall be his duty to see that suitable work is provided for all patients assisting in outside

work, and shall direct the attendants in charge of such patients to see that escapes are prevented and that improper implements are kept from such as are dangerous or careless.

SEC. 27. He shall keep an account current with the officers and employees in and about the Hospital, and submit the same for inspection to the Board at its regular quarterly meetings; and shall perform such other service as may be required of him in maintaining the good order and discipline of the Institution.

SEC. 28. He shall keep an inventory of all property belonging to the Hospital, and shall make an annual report to the Board of the amounts received, expended and on hand. He shall also keep the records and make out the tabular forms for the Superintendent, if the Superintendent shall so desire.

SEC. 29. In addition to his other duties he shall make daily inspections of the Wards, as to their cleanliness and sanitary condition, and shall observe as much as possible the conduct of all attendants and employees, and see that each perform their respective duties as prescribed in the By-Laws, and as directed by the Superintendent. He shall also make frequent visits to the work shop, stables, bakery and kitchen, and see that economy is used in all the departments.

SEC. 30. In all his directions to subordinates in executing the details of the Superintendent's plans and directions, and in enforcing the rules and regulations, and assisting in maintaining the discipline of

the Institution, the Accountant shall be considered as carrying the authority of the Superintendent.

SEC. 31. The Accountant shall not be absent from the Hospital grounds for a longer period than 36 hours, without permission from the Board, and shall invariably give notice to the Superintendent of his intended absence.

SEC. 32. The Accountant shall take charge of and be responsible for all money or other valuables belonging to patients which may be delivered to him either by the Head Warden or Matron, and shall deliver the same to the proper owner thereof, when discharged, or dispose of the same as may from time to time be directed by the Board.

#### HEAD WARDEN.

SEC. 33. The Head Warden shall spend his whole time not apportioned to other duties, in the immediate oversight of the male patients. He shall continually visit the several halls and dormitories in his department, and see that the directions of the Superintendent are faithfully carried out, and that the wards are never left without some one in charge, and shall perform such other duties as may be required of him.

SEC. 34. He shall be present at the admission and discharge of all male patients, and shall take charge of their clothing and other effects, and enter in a book, kept for that purpose, a list of all articles brought to the Hospital by or for them, and shall see that all

clothing is properly marked and preserved, and that the same is restored to the owner thereof at the time of his discharge, unless the same has been worn out by said owner, in which case he must make an entry in said book to that effect. He must turn over all money and valubles to the Accountant, taking said officer's receipt for the same, which receipt shall show the name of the person to whom said money or valubles belong, and said Warden shall file and carefully preserve said receipt, and deliver the same to the Accountant whenever said officer shall properly deliver or dispose of said money or valubles as directed by the Board.

SEC. 35. He shall give particular attention to the sick, and shall see that they are properly cared for and kindly treated by the attendants, administering the medicine prescribed for them, when requested to do so by the Superintendent, and shall have charge of the preparation of the dead for burial.

He shall report promptly to the Superintendent or Accountant any want of faithfulness on the part of any attendant, and also as to any deficiency in the food sent to the tables or the different departments, or in the washing sent to the wash-room; and in general he shall be responsible for the deportment of the attendants, to whom he shall be a guide and example.

#### ASSISTANT WARDENS.

SEC. 36. The Assistant Wardens shall devote their whole time to their appropriate duties in the Hospital,

and shall sleep and take their meals in the places assigned them by the Superintendent, and shall remain constantly in sight of the patients in their respective wards during their hours of duty, and must be particularly vigilant in guarding against fire.

SEC. 37. Upon rising in the morning they shall see that each patient entrusted to their care is properly washed and attired for the day in season for breakfast.

Constant attention must also be given through the day to the person and dress of each individual, and any disorder or want of cleanliness remedied with as little delay as possible. The beds are to be properly aired and made in the morning, the dormitories and halls swept and arranged, and the floors, stairs and windows washed as often as necessary.

The rule that no part of the Hospital is to be considered clean if it can be made cleaner, is to be adopted and acted upon.

SEC. 38. Violent hands must never be laid on a patient under any provocation, except in self defence, or to prevent them from injuring themselves or others. The attendant should never allow himself to try strength with a patient if it can possibly be avoided, but should call for aid rather than engage in a struggle.

Patients must never be pushed, struck or roughly handled, but when gentle or persuasive measures fail information must be given to the Superintendent or

other appropriate officer.

SEC. 39. No restraining apparatus shall be applied (or where applied shall be removed) except by the order of the Superintendent.

#### HEAD MATRON.

SEC. 40. The Head Matron shall spend her time in the immediate vicinity of the female department, and her duties shall be the same in all respects in her department as those of the Head Warden in his, and in addition to such duties, she shall, with the Assistant Matron, perform such cutting of cloth, sewing and mending for the patients of the Institution as may be required.

#### ASSISTANT MATRON.

SEC. 41. The Assistant Matron shall be under the direction of the Head Matron, and act in her stead when she is absent.

#### LAZORER.

SEC. 42. The Laborer shall attend to the cultivation of the farm, garden, orchard, etc., and when not employed in the above work shall perform such other duties as may be required of him.

#### TEAMSTER.

SEC. 43. The Teamster shall have the care of the horses and stables; it shall be his duty to drive the team when directed, clean and take care of the horses, harness, stables, carriages and wagons.

Pages 15-16 missing



# GENERAL RULES.

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## CHAPTER IV.

SEC. 52. No employee of the Hospital must be absent without leave, and leave of absence must in all instances be had of the Superintendent. Any employee absent from his or her post of duty will be charged with the time absent and the same deducted from his or her pay.

SEC. 53. No portion of these By-laws shall be altered, amended or repealed except by a two-thirds vote of the Board.

SEC. 54. These By-laws shall be in force from and after the 16th day of January, 1880.

SEC. 55. No company must be admitted to the halls occupied by the patients except by the express permission of the Superintendent or Accountant. Other parts of the Hospital may be shown by the subordinate officers under such restrictions as the Superintendent may impose.

SEC. 56. No person connected with the Hospital must convey letters or parcels to or from the patients without the knowledge of the Superintendent except as provided by law.

SEC. 57. Each person employed at the Hospital must give thirty days notice of his or her intention to leave, and it is hereby understood in all contracts for services with subordinate officers and employees that they may be discharged upon one week's notice, or shorter notice if occasion requires it, and their services and wages will be computed accordingly.

SEC. 58. Any employee having a friend or friends visiting him or her and dining at the wardens' table, must invariably notify the Accountant of the number of meals eaten by such person or persons, and the Accountant must charge such employees with the number of meals reported to him at the rate of thirty cents a meal, and at the end of each quarter report the same to the Trustees for settlement.

No employees except the Accountant and Superintendent will be permitted to entertain their friends over night on the Hospital grounds without permission of the Superintendent.

SEC. 59. No intoxicating liquors must be used in the Hospital or upon the grounds except as prescribed by the Superintendent.

SEC. 60. No person addicted to gambling or intemperate habits, or of immoral character must be employed in the Institution.



